

Department of Human Resources



Annual Update

Recruitment Efforts for 2020

- Number of External Recruitments/Job Postings: 83
 - Due to COVID at least 10 recruitments were cancelled
 - » Seasonal (Pool, Internships, etc.)
 - 28 Job openings were filled by Internal Applicants
- Number of New Hires: 70
 - 20 New Hire Orientations Conducted (15 virtual)

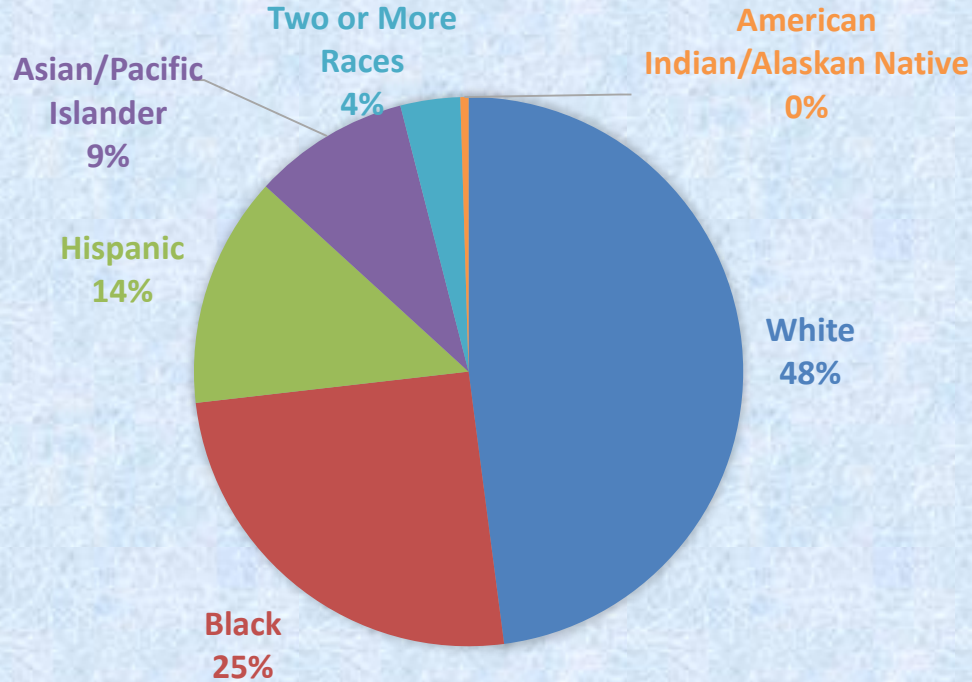
**HIRING
DURING
COVID-19**

Recruitment Efforts for 2020

2,927 Total Applications for 2020

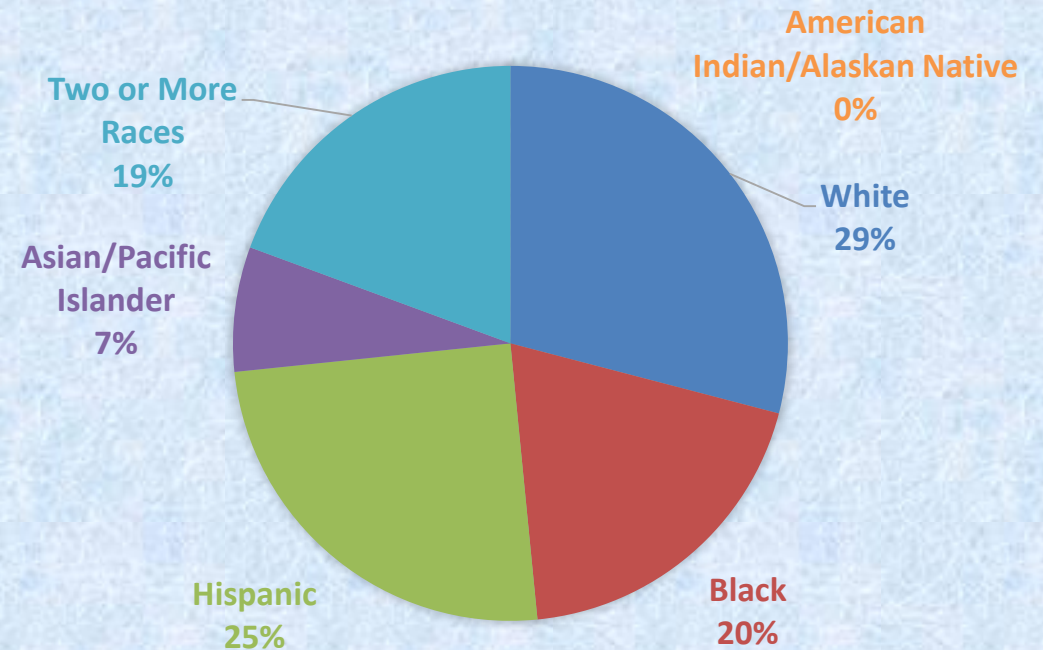
% OF APPLICANT POOL BY ETHNICITY

JANUARY 01, 2020 - DECEMBER 31, 2020



% OF CANDIDATES HIRED BY ETHNICITY

JANUARY 01, 2020 - DECEMBER 31, 2020



20% increase in Hispanic Applicants from last year (**320 to 398**)

27% increase in Asian Applicants from last year (**196 to 270**)

12% increase in Black Applicants from last year (**651 to 739**)

Recruitment Efforts for 2020

Increased Diversity Hiring on
multiple platforms like

MONSTER

Monster

ZipRecruiter

Indeed

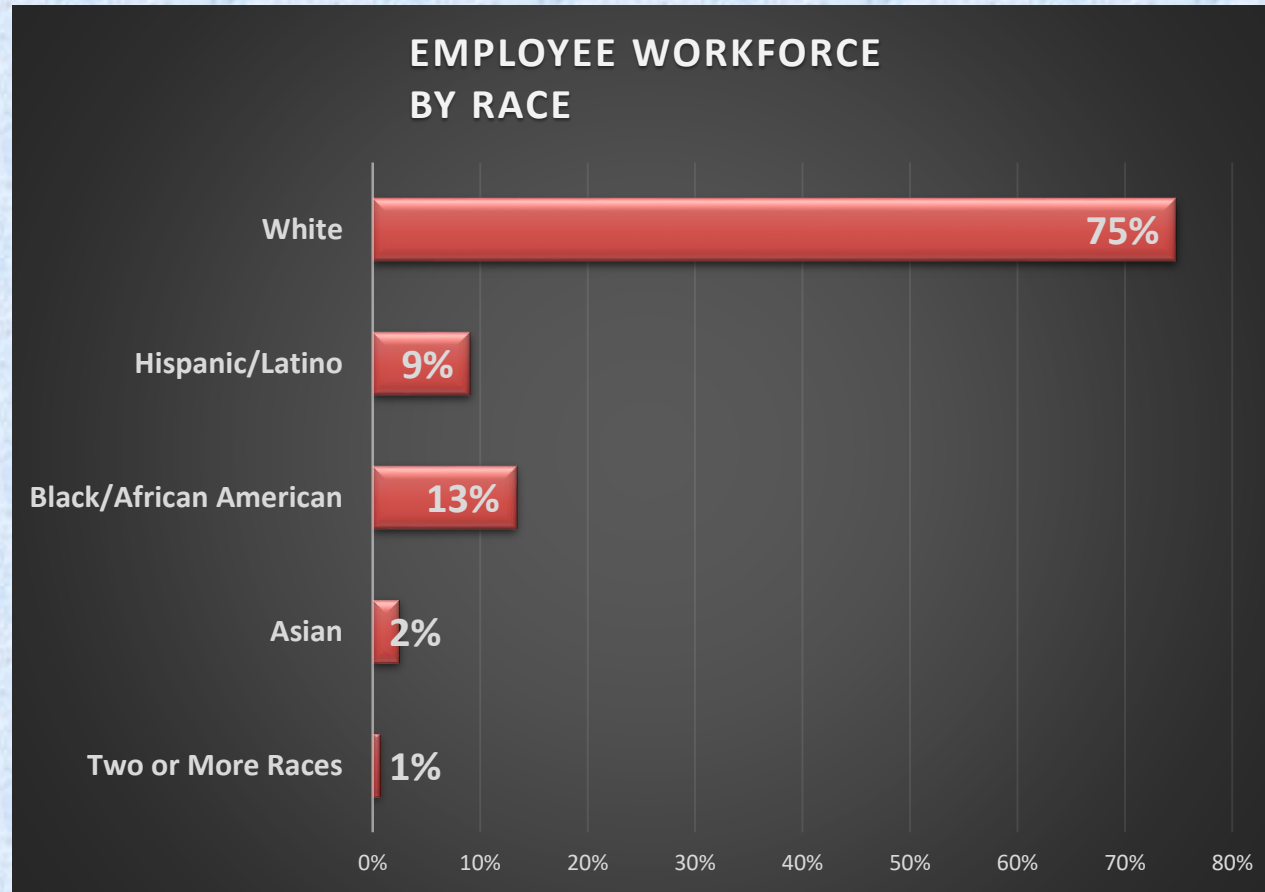
indeed®

& National Minority Update



ZipRecruiter®

Manassas City Employees Demographic Info



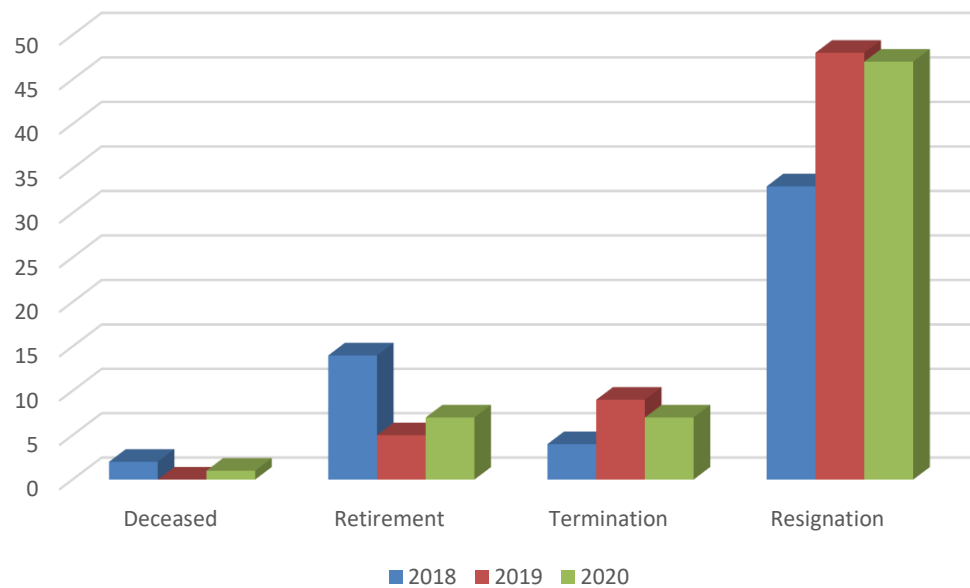
Average Age: 43

Average Income: \$71,080

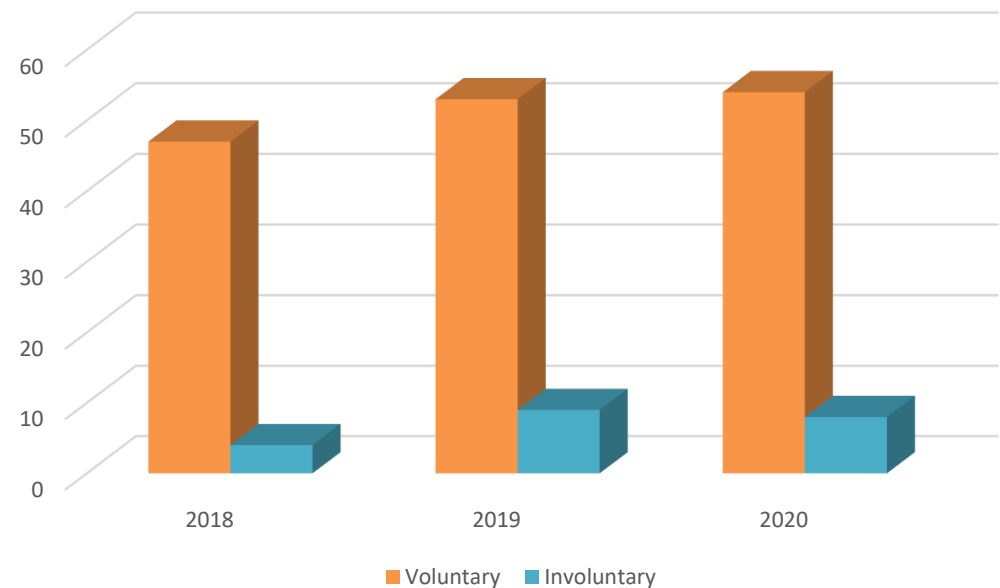
Racial Minority Demographics: 25%

EMPLOYEE TURNOVER

Reasons Staff Left



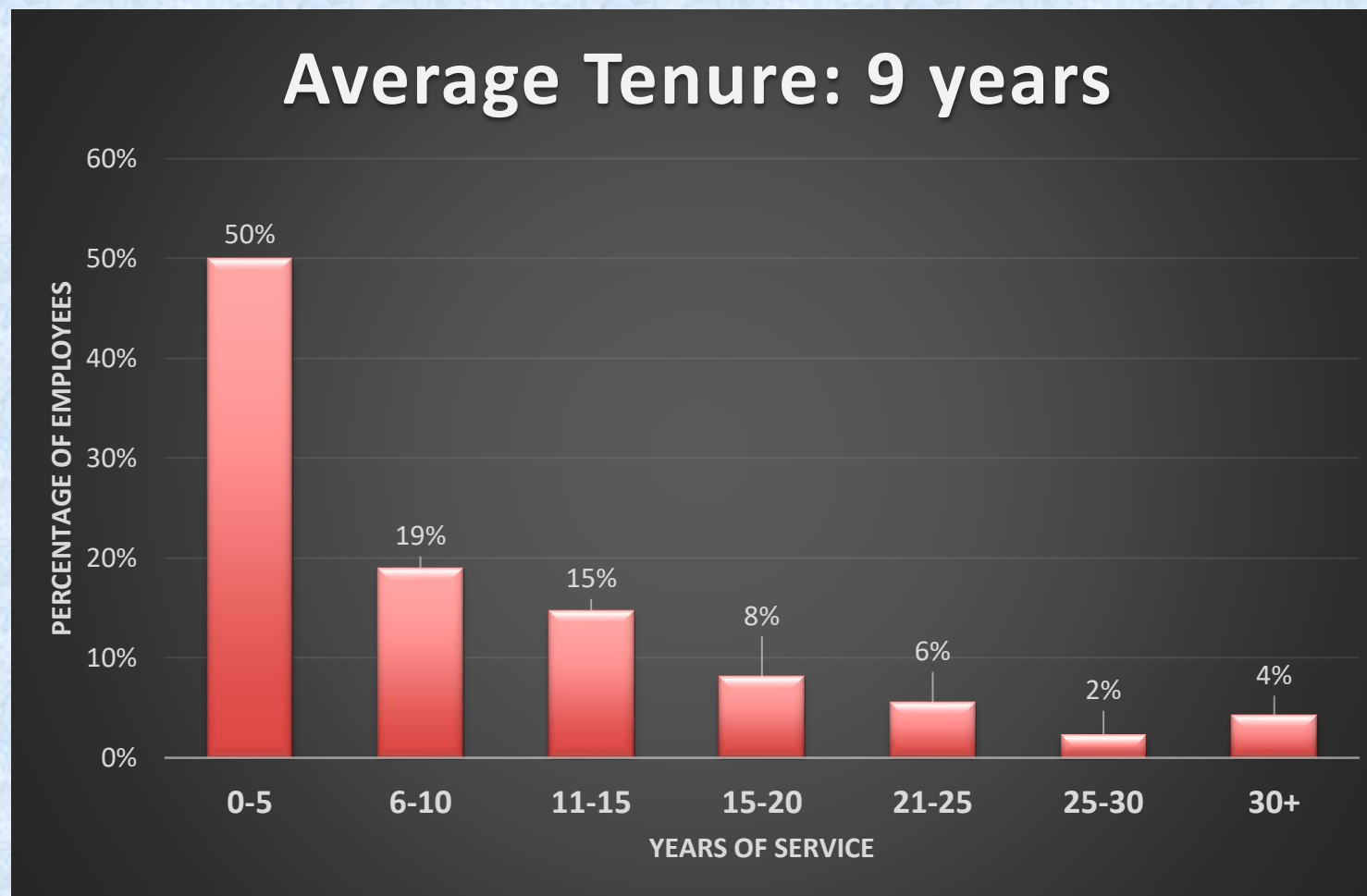
How Staff Left

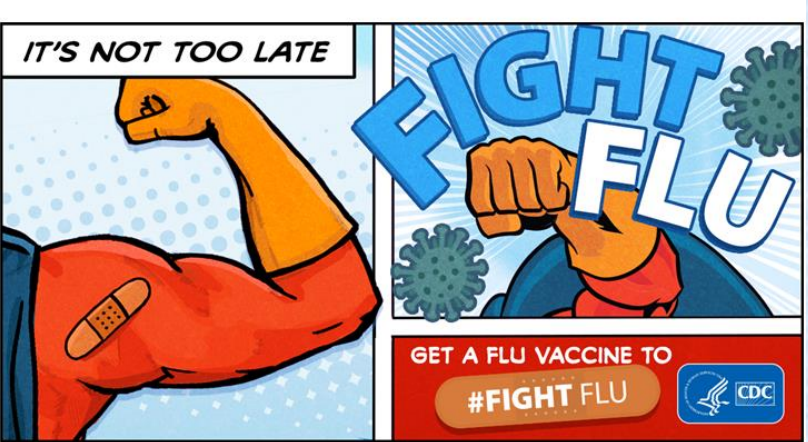
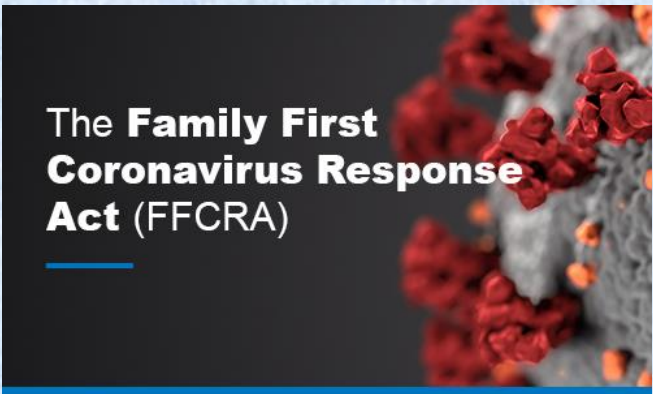


Turnover Rate – 11%

National Average Turnover Rate: 22%
- U.S Bureau of Labor Statistics
as of January 2021

Employee Tenure





Opportunities to Take on New Roles and Responsibilities in the Organization

- Number of Employees Promoted through Career Development Programs: 47

Fire

Public Works

Police

Public Utilities

Social Services

Community Development

Regional Market Competitiveness

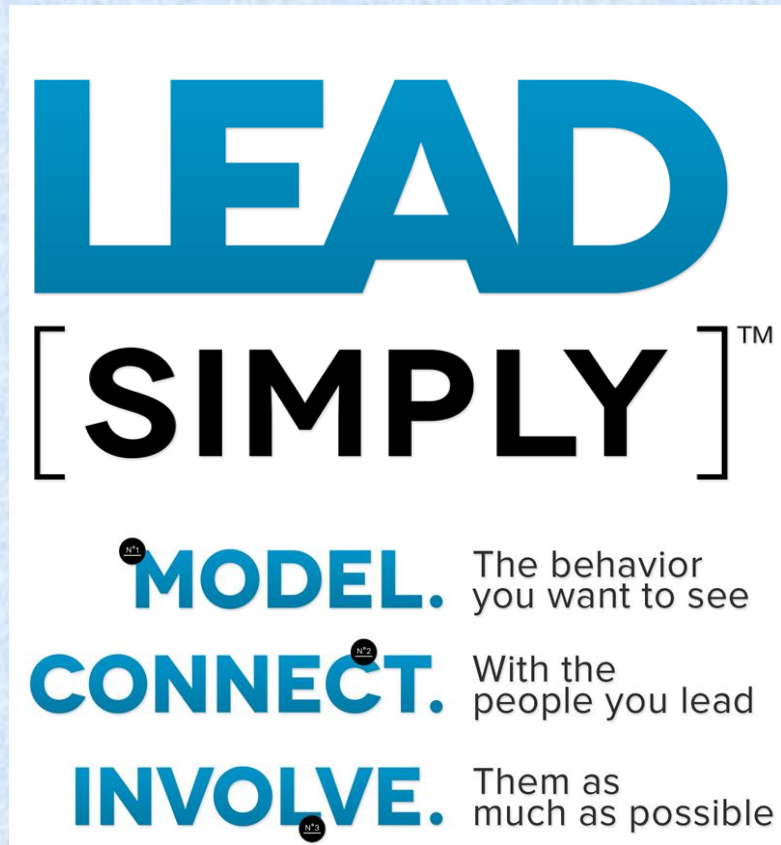
- 80 Positions Benchmarked

Encourage Personal and Professional Growth

- ***Tuition Reimbursement Program***
 - 21 employees, reimbursing a total of \$23,230.00
- ***Milestone Program***
 - 30 employees received milestone increases for participating in specialized projects/training, attainment of a new degree or for achievement of job enriching certifications.
 - More than 100 trainings delivered to over 200 employees

Supervisor Engagement Training Focus

- Leadership
- Communication
- Coaching Skills
- Step-by-Step Onboarding
- Resolving Conflict
- Progressive Discipline
- Behavioral Interviewing
- Constructive Feedback
- Negotiation Skills



LEAD
[SIMPLY]TM

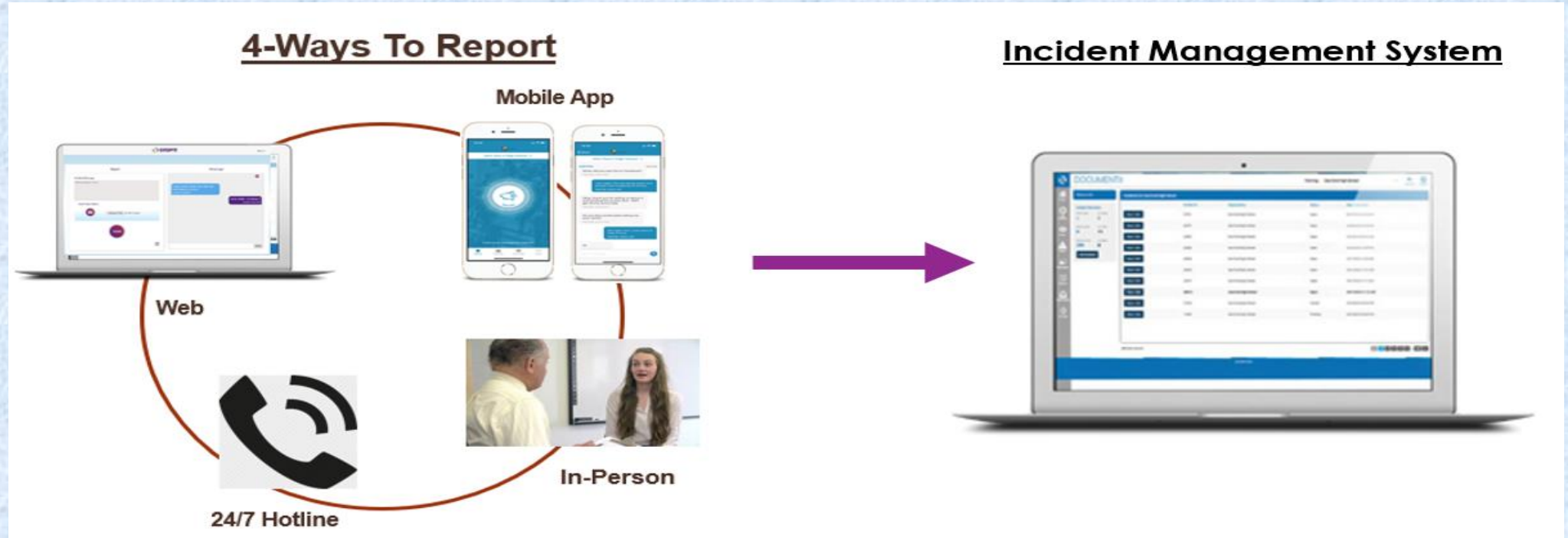
MODEL. 1 The behavior you want to see

CONNECT. 2 With the people you lead

INVOLVE. 3 Them as much as possible

***Currently and Moving
Forward.....***

Confidential Reporting Tool



- Anonymous Reporting via Mobile & Web App
- Anonymous Hotline
- Incident Management System
- Resources- Link to Policies & Procedures
 - Training
 - Internal Documentation

Employee Engagement Efforts



Guide your workforce.

Simple assessments for employees. Fast guidance for executives.
Actionable coaching for managers.

Safety, Recognition and Wellness Focus



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